

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – ACCRA

December 9, 2008

HR08-052

OPEN TO: All Interested Candidates

POSITION: **CHAUFFEUR/ADMINISTRATIVE CLERK**

POSITION NO: A56006

OPENING DATE: December 9, 2008

CLOSING DATE: December 23, 2008

WORK HOURS: Full-time, 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-AA is confirmed by Washington)

*Ordinarily Resident: GH ₵ 5, 202 p.a. (Starting Salary)
(Position Grade: FSN-4)

LENGTH OF HIRE: Indefinite

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Accra is seeking an individual for the position of a **CHAUFFEUR/ADMINISTRATIVE CLERK** in the Drug Enforcement Administration Office of the Embassy.

BASIC FUNCTION OF POSITION:

The incumbent serves as the administrative back-up to Drug Enforcement Administration (DEA) Special Agent/Administrative Assistant as necessary, performing a range of administrative duties for the DEA Attaché such as receiving and controlling requests and correspondence from both within and outside the mission; utilizing telephone, e-mail, and personal contact to respond to DEA activities and performing liaison duties as required; delivers letters, parcels and other goods as directed by DEA Attaché.

Drives office personnel and visitors to various cities, countries in West Africa as directed by supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Completion of secondary education is required.
2. Two years in driving and two years prior administrative work experience.
3. Level Four (fluent) in written and spoken English.
4. Understanding of basic office administration; as well as good interpersonal skills.
5. Knowledge of Microsoft Word and Excel, which will be tested.
6. Possess a valid driver's license; understanding of basic office administration required; and knowledge of rules and regulations of traffic authorities in Ghana and neighboring countries.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Cover Letter, expressing interest in the position.
2. Optional Application for U.S. Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF- 612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. **Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the AccraHRO@state.gov email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. http://ghana.usembassy.gov/job_opportunities.html**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box G.P. 194
Accra

POINT OF CONTACT:

Telephone: 021-741000

Fax: 021-741627

E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:

http://ghana.usembassy.gov/job_opportunities.html

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 23, 2008

The U.S. Mission in Accra, Ghana, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.